COLLEGE POLICY

Policy No. & Title:	**C-409 Student Records**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-10-28
Next Review:	2027-04-30

Purpose

The College recognizes the importance of privacy and the sensitivity of personal information. Student records contain detailed personal, financial and/or medical information. As such, access to such information must be restricted to the student, authorized College use in support of the student, and/or as required by law.

Against this background, this policy outlines the guidelines and expectations for access to student records and the maintenance of privacy related to said records.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, contractors and parents or guardians (for students who have not attained their age of majority) who interact with the College in connection with the student's education.

Definitions

Student Record: Any collection of personal information about a student which may be accessed, organized, collated, retrieved, or transmitted using a student's name or student number.

Personal Information: Any information that identifies an individual, or by which their identity could be deduced. It includes information that relates to: Personal characteristics (*e.g.,* gender, birth date, income, home address or phone number, family status); Health (*e.g.,* history, conditions, services received as it relates to any requested or required learning accommodations. Personal information should be contrasted with 'Company Information' (*e.g.,* an individual's business address and telephone number), which is not covered by privacy legislation.

Third Party: The individual or organization whom the information concerns other than the owner.

POLICY

Principles

- The College will collect relevant personal information about students and retain such information securely in the student's electronic file.
- Drivers licenses or any other government issued photo identification are not to be stored in the student's electronic file.
    - The exception to this would be a copy of an international student's valid passport. This is required in order to verify the student's identity and request a Provincial Attestation Letter (PAL) from Immigration, Refugees and Citizenship Canada (IRCC) in order to be approved as a learner (New Brunswick and Nova Scotia only).
- Student records will be used solely for the purpose of College business related to the student.
- Only authorized College members shall have access to student records, and access is provided solely for the purpose of conducting College business.
- The College will ensure compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA) and therefore release student information only with written consent of the student or where required by law.

Application

1) The College shall comply with requests for student records and/or information, provided that:
    a) The student requests access to their records and the student is in good standing.
    b) The student completes the Authorization for Release of Student Information form, thereby providing consent to release information to a third-party for:
        i) Admissions information
        ii) Confirmation of enrolment and/or attendance
        iii) Academic standing and/or progression
        iv) Financial status of the student's account with the College.
    c) The Regional Director(s) of Operations deems providing the student's information is in the best interest of the student. The information requested is required by law or requested by law enforcement officials *e.g.,* Employment Insurance Act, Court subpoena, funding body/agency.
2) The College also collects, uses, and discloses information for secondary purposes including:
    a) To conduct statistical research and analyses on student trends.
    b) To provide communications, surveys and/or services to alumni.
    c) To review student files for the purpose of ensuring the College provides high quality services, including assessing the performance of our instructors and staff.
3) The College shall only use student records for secondary purposes if:
    a) Consent has been provided by the student.
    b) The data are aggregated and/or anonymized.
    c) Required by law.

4) Only authorized College members shall have access to student records to fulfill their job function.
5) Only authorized government, law enforcement, funding and/or regulatory body members shall be granted supervised access to student records, and only in accordance with Policy C-405 Privacy.

Related Policies
P-205 Confidentiality
C-405 Privacy
C-101 Finance and Purchasing

Supporting Documents/Forms
Freedom of Information and Protection of Privacy Act, R.S.O. 1990
Personal Information Protection and Electronic Documents Act, 2000
C-409p Student Records – Procedure